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| Classification: Associate Energy Specialist (TED) | Position No. 5700-4056-005 |
| CBID: R10 | Office: Renewable Energy |
| Date Prepared: February 1, 2019 | Division: Renewable Energy |
| KEY: (E) IS ESSENTIAL, (M) IS MARGINAL | |

Under the direction of the Electric Generation System Specialist III, the Associate Energy Specialist (TED) independently performs responsible, varied, and complex technical and analytical work at the full journey person level. The incumbent will support Renewable Energy Division (RED) technical leads on a variety of multi-disciplinary renewable energy assignments. The incumbent will also serve as part of a multi-office team and support activities of the Energy Commission's renewable energy programs, such as the Renewables Portfolio Standard (RPS) and Power Source Disclosure (PSD).

The incumbent will manage varied and complex RED tasks, help organize, conduct, attend and participate in public workshops, provide periodic review and revisions of program regulations and guidebooks, as well as conduct research and legislative bill analyses, and contribute in preparing technical reports and presentations for staff, management, and commissioners. The incumbent will coordinate activities with other stakeholders, including other federal, state, local agencies, organizations or trade associations, and parties involved with electricity generation and markets.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software, such as word processing, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

- 30% Contribute to and prepare reports, analyses, and research summaries related to renewable energy programs, under the guidance of program leads and management, in several program areas of the office, including the RPS and PSD programs. Interact with other program staff, technical specialists, governmental, and private parties and contribute to the design and implementation of renewable energy programs and activities. (E)
- 30% Assist program leads in the development of formal rulemaking packages and supporting documentation. Research and analyze issues to be addressed, contribute to the development of draft regulatory language and associated documents, complete required documentation, develop presentations for public workshops, assist with the analysis of public comment, and help manage required schedules to assist in ensuring deadlines are

DUTY STATEMENT

met. Assist in the development of business processes needed to support implementation of RPS and PSD program changes. (E)

- 20% Review and analyze program data to identify trends and opportunities and develop recommendations for program lead staff and management. Prepare, review, and edit a variety of reports and documents for different internal or external audiences and stakeholders. (E)
- 10% Assist in setting up and running Energy Commission stakeholder meetings, workshops, and conferences and in preparing and making presentations. Assist program staff and management in writing technical papers or case studies for the Energy Commission. (E)
- 5% Attend workshops, hearings, conferences, and meetings on topics associated with renewable energy program planning. (M)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)

| SIGNATURES | |
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| I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position | |
| VACANT Associate Energy Specialist (TED) | GINA BARKALOW Electric Generation System Specialist III |
| Date | Date |